



## Course Assessment Request Form

Interagency Fire Program Management  
Standard

*This form is to be used when requesting an assessment of education obtained from **other than** an accredited institute of higher learning. A determination will be made as to whether or not the prospective coursework is creditable towards the GS-0401 education requirement.*

Sponsoring Agency: (USFS, BLM, BIA, FWS, NPS) \_\_\_\_\_ Contact Name: \_\_\_\_\_  
Contact Agency/Unit: \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Contact email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course Number (if any): \_\_\_\_\_

Course Hours: \_\_\_\_\_  
(indicate total contact hours as well as a breakout of hours dedicated to classroom, field trip, lab, and pre-work)

Year developed and date last revised: \_\_\_\_\_  
(when was the course developed and when was it last revised)

Who developed this course? (i.e., NWCG, Angeles National Forest, The Nature Conservancy - Eastern Region, Jackson County Botany Club, etc.) \_\_\_\_\_

Course description (usually a one paragraph abstract): \_\_\_\_\_

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Course objectives (what is the student expected to know or be able to do following completion of the coursework?):

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**Target audience** (i.e., fire management officers, natural resource program managers, firefighters, wildlife biologists):

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**Course prerequisites** (What prerequisite qualifications and/or training are required?):

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**Instructor Qualifications/Credentials** (What credentials are required to instruct this course?):

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**Delivery Method** (i.e., self-paced, formal classroom, etc.):

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**Syllabus/outline** (Include a comprehensive outline sufficient to determine the complexity. Attach additional electronic documents as necessary.):

Homework assignments (describe both pre-work and homework assignments and hours required):

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Testing requirements (frequency, type of test(s), true/false, multiple choice, essay, etc.):

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Performance measures (pass/fail or graded):

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Training and reference materials (titles/authors used):

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*\*\* Note: All submissions must be made electronically either through email or fax. \*\**

All course assessment requests must be submitted through agency channels and routed to the appropriate agency training lead as follows:

<b>USFS</b>	<b>National Training Officer</b> USFS, Fire & Aviation Mgt. P.O. Box 96090, Auditor's Bldg. 201 14th Street Washington, DC 20090-6090 COM: FAX: @fs.fed.us	<b>FWS</b>	<b>Joette Borzik</b> FWS-National Conservation Training Center 698 Conservation Way Shepherdstown, WV 25443 COM: (304) 876-7749 FAX:(304) 876-7751 joette_borzik@fws.gov	<b>BLM</b>	<b>Jim Glenn</b> BLM, NIFC 3833 S. Development Ave. Boise, ID 83705 COM: (208) 387-5325 FAX: (208) 387-5378 jim_glenn@nifc.blm.gov
	<b>NPS</b>	<b>Merrie Johnson</b> NPS, NIFC 3833 S. Development Ave. Boise, ID 83705 COM: (208) 387-5224 FAX: (208) 387-5250 merrie_johnson@nps.gov	<b>BIA</b>	<b>Dave Koch</b> BIA, NIFC 3833 S. Development Avenue Boise, ID 83705 COM: (208) 387-5577 FAX: (208) 387-5580 dave_koch@nifc.gov	

The agency training lead will review the submission and sign below (or forward electronically) if submission to the Assessment Board is warranted:

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Agency Training Lead

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Date